

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

NOTICE 01-25

ISSUE DATE: 12/07/2001
DISPOSAL DATE: Ongoing

RE: LOCAL AGENCIES
WORKING WITH LOCAL
SCHOOL LUNCH
DIRECTORS

To: County Department of Social Services Directors
W-2 Agency Directors
Tribal Economic Support Directors
County Economic Support Managers/Supervisors
County Department of Human Services Directors
Tribal Chairpersons/Human Services Facilitators

From: Eric Baker /s/
Division Administrator

The purpose of this memo is to encourage your cooperation with local school officials and food stamp recipients in confirming participation in the Food Stamp Program (FSP) to verify eligibility for school nutrition programs. Your cooperation and assistance in verifying cases is a requirement of the Food Stamp Act of 1977 and the National School Lunch Act and is greatly appreciated.

School nutrition program regulations require verification of eligibility for free and reduced price school meal applications. At the beginning of each school year, school authorities are able to request verification information from CARES to determine if students are eligible for free or reduced price meals at school. School districts either send in a list of students on tape that is matched against CARES and returned to the school district, or request a report from CARES that identifies students eligible for free or reduced price meals. For the tape match or the report, a student must be open for FSP, and the school code recorded on screen ANSE must match the district's code making the request. That is why it is critical to ensure that the correct school code is entered into CARES on ANSE.

The CARES data used to verify eligibility is point-in-time. Therefore, new applicants or students that have moved to a new school district may not be included in the CARES data used to verify free/reduced pricemeal eligibility. One of the methods school officials or recipients may use for

verification in this situation is to confirm the household's participation in the FSP with local offices. In addition, all households selected for verification must be given the option of submitting proof of participation in the FSP in lieu of any other income information.

Section 11 of the Food Stamp Act authorizes food stamp agencies to release information concerning the current status of FSP recipients to persons directly connected with the administration or enforcement of federal assistance programs or federally assisted state programs. This provision authorizes the release of information concerning the current status of FSP participants to school officials administering the National School Lunch Program.

Your assistance is essential to the timely implementation of this mandated verification process. It is important that you work with your local school lunch program director to develop effective and efficient means for handling requests for verification of FSP participation when requested by school officials.

Should you have any questions, please contact Mike McKenzie at the Office of Nutrition Services and Program Integrity, (608) 266-0930.

REGIONAL OFFICE CONTACT: Area Administrators